

STAT

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FEDERAL EMPLOYEE REPORTS OF UNSAFE OR  
UNHEALTHFUL WORKING CONDITIONS AT THE FIELD  
REGIONAL AND HEADQUARTERS LEVELS

Provide the following information on Federal Employee Reports:

I. Field (Local) Level Activity

NA

Number of Employee Reports Received \_\_\_\_\_

Number of Employee Reports Investigated \_\_\_\_\_

Number of Employee Reports Abated \_\_\_\_\_

Cost of Abating Reported Conditions \$ \_\_\_\_\_

II. Regional (Mid) Level Activity

NA

Number of Employee Reports Initially Received at the Regional Level \_\_\_\_\_

Number of Employee Reports Forwarded from the Field Level \_\_\_\_\_

Number of Employee Reports Investigated \_\_\_\_\_

Number of Reported Conditions Abated \_\_\_\_\_

Cost of Abating Reported Conditions \$ \_\_\_\_\_

III. Headquarters - Designated Safety & Health Official (DSHO) Level

Number of Employee Reports Initially Received at Headquarters Level \_\_\_\_\_

36

Number of Employee Reports Forwarded to \_\_\_\_\_  
Regional or Field Level for Investigation

0

Number of Employee Reports Investigated \_\_\_\_\_  
by DSHO

0

Number of Employee Reports Investigated \_\_\_\_\_  
by Safety and Health Professionals

36

Number of Reported Conditions Abated \_\_\_\_\_

32

Cost of Abating Reported Conditions \$ \_\_\_\_\_

NA

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## ATTACHMENT 2

## CY 1979 Expenditures for Occupational Safety and Health

Provide the figures for CY 1979 in the following table:

	\$ Requested	\$ Allocated	\$ Actually Expended
Professional Staff <sup>1</sup>	\$250,000	\$236,000	\$236,000
OSH Training for:			
Professional Staff	7,600	6,000	6,000
Management <sup>2</sup>			
Supervisors <sup>2</sup>			
Employees <sup>2</sup>			
Abatement of Hazards			
Promotion of OSH Program	3,900	3,900	3,900
Administration <sup>2</sup>			
Personal Protective Equipment <sup>2</sup>			
Other			
<b>TOTAL</b>	<b>\$261,500</b>	<b>\$245,900</b>	<b>\$245,900</b>

1. Represents the budget of the CIA Safety Office (salaries, travel, equipment, supplies), with exceptions of training and promotion of OSH program.

2. The costs for safety training, abatement of hazards and personal protective equipment is borne by the applicable components and the figures are not available.

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ATTACHMENT 3

## ADMINISTRATION OF SAFETY AND HEALTH PROGRAM

AGENCY NAME Central Intelligence Agency  
ADDRESS Washington, D.C. 20505

AGENCY SAFETY  
AND HEALTH  
(COORDINATOR,  
DIRECTOR, CHIEF,  
MANAGER, ETC.)      NAME

TITLE Safety Officer

GRADE LEVEL GS-15      JOB SERIES Safety Manager

ADDRESS Central Intelligence Agency  
Washington, D.C. 20505

PHONE NO.

ATTACHMENT 3 (CONT)

ADMINISTRATION OF SAFETY AND HEALTH PROGRAM

AGENCY SAFETY  
AND HEALTH  
(COORDINATOR,  
DIRECTOR, CHIEF,  
MANAGER, ETC.)

NAME  25X1

TITLE Health Official

GRADE LEVEL GS-16

ADDRESS Central Intelligence Agency

Washington, D.C. 20505

PHONE NO.  25X1

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## ATTACHMENT 4

FULL-TIME OCCUPATIONAL SAFETY & HEALTH STAFFING  
IN HEADQUARTERS & FIELD UNITS

	GS GRADES											
	5-8		9-11		12		13		14		15	
	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU
SAFETY ENGINEER (803)												
SAFETY SPECIALIST (018)				2			1					
SAFETY TECHNICIAN (019)												
INDUSTRIAL HYGIENIST (690)						1						
FIRE PROTECTION ENG. (804)							1					
FIRE PROTECTION AND PREVENTION (081)												
OTHER FULL-TIME (SPECIFY)												
SAFETY MANAGER (018)								1			1	
TOTAL FULL-TIME				2			3		1			1

HQ=HEADQUARTERS      FU=FIELD UNITS

## NUMBER OF EMPLOYEES:

Headquarters      Classified

Field Units      Classified

Total

## VACANCIES IN SAFETY &amp; HEALTH STAFFING:

Headquarters      None

Field Units      None

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## ATTACHMENT 5

## SAFETY &amp; HEALTH STAFFING OF FIELD UNITS

**DIRECTIONS:** List the agency field units and provide the requested information for each unit in the following table. Define organizationally the term "field unit" relative to the agency mission, size and organization. The table should include both full-time and collateral-duty personnel. For field units staffed with collateral-duty personnel, the number of personnel and the total work (in man-years) spent on safety and health should be entered for each grade level. For example, a field unit with three GS-7 collateral-duty safety and health personnel, each devoting 40% of his work time to safety and health activities, would expend a total of 1.2 man-years for that grade on safety and health activities. This would be entered in the table as 3(1.2) in the CD column for the GS 5-8 grade level.

**DEFINITION OF FIELD UNIT:** A facility or installation away from the Washington, D.C. area under the official control of Central Intelligence Agency personnel.

FIELD UNITS (NAMES, ADDRESSES AND AVERAGE EMPLOYMENT)	GS GRADES											
	5-8		9-11		12		13		14		15	
	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD
Classified												

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ATTACHMENT 6

FULL-TIME OSH PROFESSIONALS

Directions: Complete this form for each full-time professionals at both the headquarters and field levels indicated on Attachment 4. The professionals should be in the job series GS 803, 018, 019, 690, 804 and 081. Include Agency and Sub-agency identification in the work address.

NAME Classified

TITLE   

JOB SERIES    GRADE LEVEL   

WORK ADDRESS   

TELEPHONE    (COMMERCIAL)

   (FTS OR OTHER)

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TITLE OF COURSE	LENGTH OF COURSE (Hours)	NUMBER OF EMPLOYEES TRAINED							OSH COMMITTEE MEMBERS
		OSH FULL-TIME PROFESSIONALS*	COLLATERAL DUTY OSH PERSONNEL	MANAGEMENT	SUPERVISORS	EMPLOYEE REPS	EMPLOYEES		
Basic Safety & Health	44		7						25X1
Basic Safety & Health	52		4						
Advanced Safety Survey	40		5						
Basic Safety									
Familiarization	16								
Safety Training - Security Escorts	8								
Safety Training - Security Officers	8								
Women's Safety	2								
Fire Safety	2								
Safety Instruction - Collateral Duty	1								
Safety & Health Orientation	1								
Safety Orientation	1								
Cardiopulmonary Resuscitation	8								
Electrical Safety	51	1							
OSHA for Other Federal Agencies	80	2							
Transportation of Hazardous Materials	40	1							
Introduction to Industrial Hygiene	72	2							
Accident Investigation	48	1							
Recog/Eval. & Control of Ionizing Radiation	72	1							
Cardiovascular Health Course	48	1							

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## ATTACHMENT 8

## OCCUPATIONAL INJURIES &amp; ILLNESSES FOR CY 1979, 1978, and 1977

CALENDAR YEAR	NUMBER OF FATALITIES	INJURIES				ILLNESS		TOTAL EMPLOYMENT	TOTAL EMPLOYEE HOURS WORKED
		NO LOST WORKDAY	LOST WORKDAY	NO LOST WORKDAY	LOST WORKDAY				
1979	0	140	141	17	6	NA	NA		
1978	3	151	125	17	5	NA	NA		
1977	2	130	100	19	7	NA	NA		

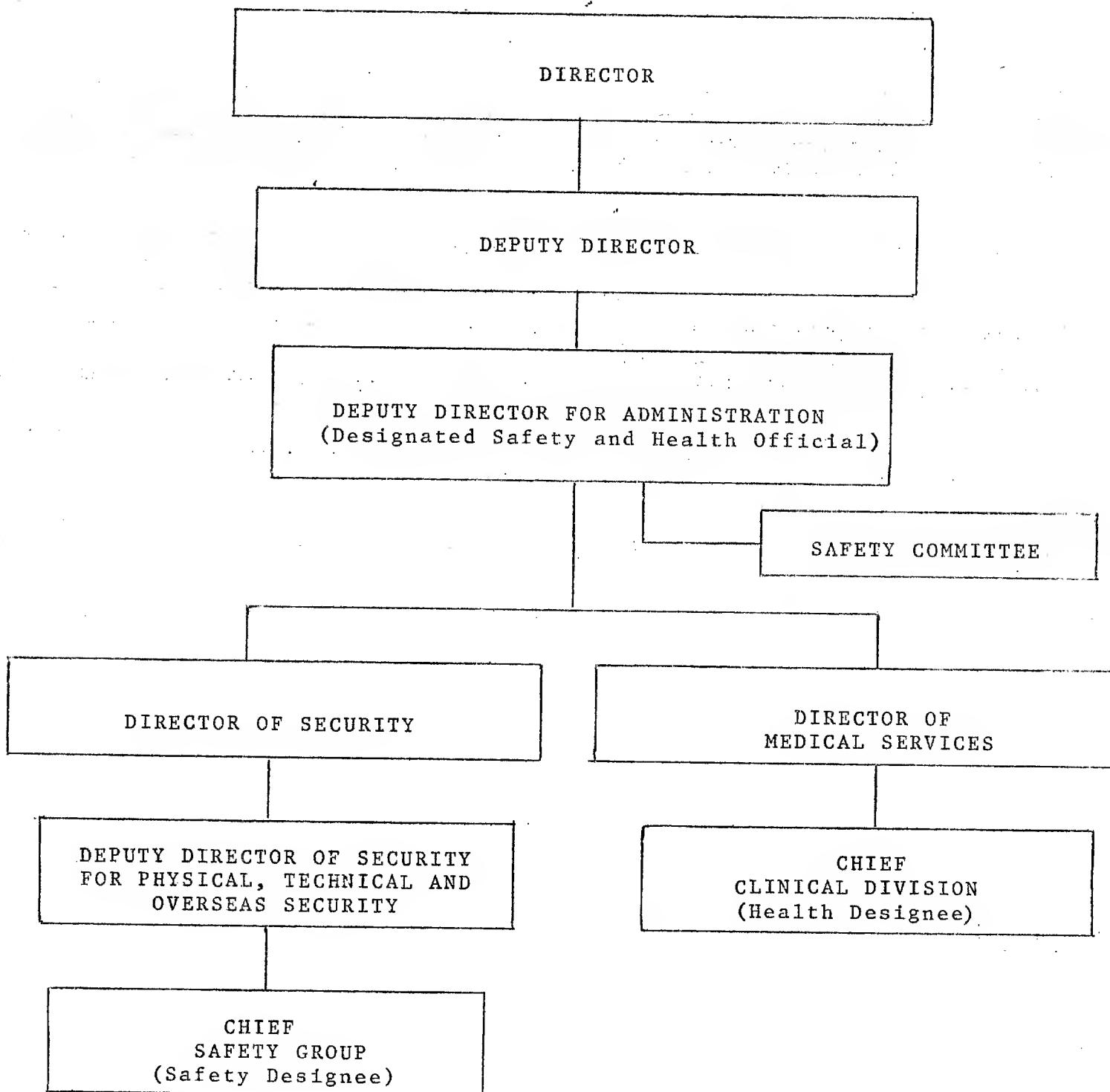
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ATTACHMENT 9

CENTRAL INTELLIGENCE AGENCY



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SAFETY AND HEALTH

17 July 1979

25X1

SAFETY AND HEALTH POLICY FOR THE  
CENTRAL INTELLIGENCE AGENCY

1. It is the policy and intent of the Central Intelligence Agency to administer the Agency Safety and Health Program in accordance with provisions of applicable Federal directives to ensure that employees work in a safe and healthful environment. This policy will be effective only to the extent that each employee supports and participates in the program.

2. The Agency Safety and Health Program is concerned not only with the elimination of conditions that could cause injuries and illnesses to our personnel, but also with preventive measures to avoid damage or loss of property or equipment by fire or other mishap. The human suffering, time lost from work, and economic waste resulting from these conditions are of serious concern to the Agency.

3. The Deputy Director for Administration is the CIA Safety and Health Official. The CIA Safety and Health Official is assisted by the CIA Safety Committee which is composed of members representing Agency components, the CIA Safety Officer, and the CIA Health Officer.

4. Operating Officials, Heads of Independent Offices, and supervisors are responsible for developing and maintaining a spirit of cooperation in achieving a safe and healthful working environment. Operating Officials, Heads of Independent Offices, and supervisors have the best opportunity to observe work habits and influence employee attitudes and to ensure that immediate action is taken to correct unsafe or unhealthful working conditions or practices.

5. Employees are encouraged to give full support to this program by complying with the Agency's occupational safety and health standards, developing and following personal safety practices, and notifying their supervisor and component safety officer of any unsafe or unhealthful working conditions. If an employee is not satisfied after reporting such a condition to these officials, the CIA Safety Officer should be advised of the condition. No employee will be subjected to reprisal by virtue of having reported any unsafe or unhealthful working condition or having participated in the program.

25X1

17 July 1979

6. Full details of the Agency Safety and Health Program, as well as procedures to be followed by employees seeking assistance in correcting unsafe or unhealthful working conditions, may be found in [redacted]

25X1

7. I will continue to give my full support to the Agency Safety and Health Program and trust that each of you will do the same in your areas of responsibility.



✓ Frank C. Carlucci  
Deputy Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES (1-6)

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SAFETY AND HEALTH

25X1

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7 September 1979

PROCUREMENT, MAINTENANCE, AND USE  
OF PERSONAL PROTECTIVE EQUIPMENT

25X1

1. Section 19, paragraph (a)(2) of the Occupational Safety and Health Act of 1970, Public Law 91-596, states that the head of each agency shall "acquire, maintain, and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees."

2. Subpart 1, Section 1910.132, paragraph (a) of the Occupational Safety and Health standards promulgated by the Secretary of Labor, states that "protective equipment, including personal protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards, processes, environment, chemical hazards, radiological hazards or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact."

3. Funding authority for this equipment is provided in Title 5, U.S.C.A., Section 7903. Special provisions are made for prescription ground safety glasses and in some cases eye examinations. Eye refraction examinations for prescription safety glasses may be authorized at Government expense only in those instances where the employee involved had not previously worn glasses or where it is administratively determined that his or her present prescription (or glasses) is inadequate.

4. In compliance with the aforementioned, it is Agency policy to take all reasonable steps to facilitate the procurement and to enforce the subsequent use where necessary of such personal protective equipment. Agency supervisors will consult with personnel of the Office of Security's Safety Branch, [redacted] to determine the need for this type of equipment for employees in their respective work areas. In this regard, it is noted that supervisors should be aware that they are ultimately responsible for ensuring that the necessary personal protective equipment is procured and properly maintained, that employees are trained in the use of such equipment, and that employees comply with requirements for its use.

DON I. WORTMAN  
Deputy Director  
for  
Administration